



## WHS LIT Funds Requests Guidelines

Funds are often approved	Funds will not be given	Funds Requests must
<p>When they support the building goal (3/27/18)</p> <p>When they provide students with a learning experience that would not otherwise be available (3/27/18)</p> <p>When they put classroom materials and supplies that connect to the curriculum into the hands of students (3/27/18)</p> <p>For professional development and related costs</p> <ul style="list-style-type: none"> <li>Lodging requests are typically funded at a rate of 2 staff per room (3/27/18)</li> </ul>	<p>To reimburse purchases already made (3/27/18)</p> <p>*For club activities and membership fees (3/27/18)</p> <p>For personal technology (3/27/18)</p> <p>When other methods for meeting the needs can be found (3/27/18)</p>	<p>Be completely filled out (3/27/18)</p> <p>Be used for the items applied for, not for the total dollar amount. If the price of your items is cheaper than expected, the remainder of your funds will be reabsorbed by the LIT funds' pools (3/12/18)</p> <p>Have school transportation quotes attached to travel-related requests (3/27/18)</p>

Approved by a vote of 9-0-0 on 3/27/18

Guidelines will be reviewed at the beginning of each year to decide if anything needs amended.

Tech requests need to go to Jake Bucholz first.

It would be appreciated if recipients of funds requests emailed a summary of their funds' use and its impact on students to the co-facilitator of the Leadership Team.

\*At the first meeting of each school year, LIT may designate an amount of funds for club use through ASB. Funds for club activities and fees can be applied for through ASB. (3/27/18)